

Tennessee Department of Human Services Job Announcement

POSITION TITLE: CACFP/SFSP Director, Division of Community and Social Services
SALARY: Commensurate upon experience.
LOCATION: Central Office, Nashville, Tennessee

NATURE OF WORK: The incumbent in this position oversees the administration to two major programs: Child and Adult Food Program (CACFP) and the Summer Food Service Program (SFSP) Program (CACFP).

DUTIES AND RESPONSIBILITIES: Direct oversight for six employees and approximately 634 CACFP/SFSP institutions and serves as a liaison between the field office and state office. Interprets State and Federal laws; evaluates existing program and procedures; makes recommendations for reduction of errors and plans for implementation of new or revised programs; interprets or supervises the interpretation of program policies; supervises training of staff and institutions on program policies and procedures; advises on the effects of policy and regulation on potential payment errors; directs and coordinates the information flow data collection; oversees responses to inquiries; maintains familiarity with current empirical research literature; assembles and timely submits accurate weekly, monthly and annual State and Federal level reports; and maintain a focus on continuous performance and quality improvement.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree. Master's degree preferred.

Experience: Five years' experience in administrative, professional or technical work; three years of which must have involved supervision of other employees or exercising responsibility for program development and must have some knowledge of the regulation and policies of one or more of the following programs: Child and Adult Food Program or Summer Food Service Program

PREFERRED QUALIFICATIONS:

Must have experience in working with State and Federal program regulations.

Pursuant to the State of Tennessee's policy of nondiscrimination, The State of Tennessee Department of Human Services does not discriminate based on race, sex, religion, color, creed, pregnancy, national or ethnic origin, age, disability, or military services in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Interested applicants, please email your resume and a cover letter by close of business on Wednesday, September 30, 2015 to Jill.Niehaus@tn.gov